



COUNTY OF LOS ANGELES

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place - Los Angeles, California 90020
(213) 351-5602

ANITA M. BOCK
Director

BOARD OF SUPERVISORS:
GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

July 3, 2001

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST THE BOARD TO DELEGATE AUTHORITY TO THE DIRECTOR OF THE
DEPARTMENT OF CHILDREN AND FAMILY SERVICES TO EXTEND THE
PARKING SERVICES CONTRACT WITH PARKING COMPANY OF AMERICA, LLC,
ON A MONTH-TO-MONTH BASIS
(SUPERVISORIAL DISTRICT 2) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Delegate authority to the Director of the Department of Children and Family Services (DCFS), or her designee, to extend parking attendant services, a Proposition A contract in excess of \$25,000, with Parking Company of America, LLC, on a month-to-month basis, commencing August 1, 2001, or upon Board approval, whichever is later, for a maximum of six (6) months, no later than January 31, 2002, to allow the Department to incorporate Living Wage guidelines being developed by the Chief Administrative Office (CAO) and Office of Affirmative Action Compliance (OAAC) into a solicitation document for parking services. Funding for this Agreement is included in the Department's Fiscal Year 2001-02 Proposed Budget for the amount of \$23,760 and is funded at 46% (\$10,930) Federal, 37.6% (\$8,934) State, and 16.4% (\$3,896) County.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The purpose for this extension is to allow DCFS additional time to incorporate the new Living Wage scoring guidelines into the Request for Proposals (RFP) for parking services and to avoid a lapse in parking services for Departmental staff located at 3075 Wilshire Boulevard in Los Angeles.

The Honorable Board of Supervisors
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Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan by providing parking attendant services to staff (Goal #2 – Workforce Excellence, Strategy #2 – Create a Positive Work Environment).

FISCAL IMPACT/FINANCING

The maximum monthly contract sum is \$3,960 with a maximum contract sum of \$23,760 for the six-month maximum contract period. Funding for this Agreement is included in the Department's Fiscal Year 2001-02 Proposed Budget and is funded at 46% (\$10,930) Federal, 37.6% (\$8,934) State, and 16.4% (\$3,896) County.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

DCFS released a RFP for parking attendant services on October 10, 2000. Five vendors submitted proposals. DCFS made a recommendation to the Board to award the contract. However, the Board did not accept the recommendation and approved a motion on May 15, 2001 instructing the Director of DCFS to cancel all bids and re-advertise for a new RFP following the establishment of a uniform scoring guideline and in addition, to extend the contract for sixty (60) days pending the advertisement of a new RFP. DCFS is requesting the Board's approval to delegate authority to the Director of DCFS, or her designee, to extend the current contract on a month-to-month basis, not to exceed six (6) months, pending the development of new Living Wage scoring guidelines, which must be incorporated in the RFP.

This Proposition A contract was entered into by the Director under delegated authority. Due to the extension of this contract the maximum cost will exceed the \$25,000 limitation. The Department is asking the Board to waive the \$25,000 limitation on the Director's authority to enter into Proposition A contracts in this one instance to allow the Department to continue parking services on a month-to-month basis until the RFP process is completed.

County Counsel and the Chief Administrative Office have reviewed this Board Letter. Board Letter has been approved as to form by County Counsel.

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CONTRACTING PROCESS

No additional solicitation process was required for this contract extension.

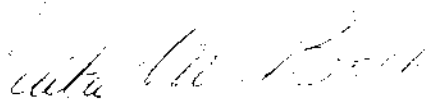
IMPACT ON CURRENT SERVICES

Approval of delegation of authority to the Director to extend the Agreement will allow for the continuation of parking attendant service at the 3075 Wilshire Boulevard location without interruption, until a new solicitation process can be completed.

CONCLUSION

Upon approval and execution by the Board of Supervisors, it is requested that the Executive Officer-Clerk of the Board send an adopted copy of the Board Letter to: DCFS Contract Management Services, 425 Shatto Place, Room 205, Los Angeles, CA 90020, Attention: Armand Montiel, Interim Manager and Office of County Counsel, 201 Centre Plaza Drive, Monterey Park, CA 91754, Attn: Kathleen Felice, Sr. Deputy County Counsel.

Respectfully submitted,


ANITA M. BOCK
Director

AMB:es

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

CONTRACT MANAGEMENT SERVICES (CMS)

CLEARANCE FOR DIRECTOR'S SIGNATURE

Subject: PARKING SERVICES BOARD LETTER	Director's signature needed by: 6/21/2001
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Contract Analyst: Elma Soto	Phone #: 213/351-5557 Fax #: 213-380-4623	Supervisor: Sophia Ng	Phone #: 213/351-5676 Fax #: 213-380-4623
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Review Requested	Operation	Reviewed By	Approval Date	Comments
<input type="checkbox"/>	Auditor-Controller			
<input type="checkbox"/>	Board Liaison - Teri Gillams			
<input type="checkbox"/>	Budget			
<input type="checkbox"/>	Bureau of Children & Family Services			
<input checked="" type="checkbox"/>	Bureau of Finance and Administration	<i>[Signature]</i>	<i>6/21</i>	
<input type="checkbox"/>	Bureau of Protective Services			
<input checked="" type="checkbox"/>	Chief Administrative Office	Anna Hom-Wong	6/20/01	<i>[Signature]</i> <i>See attached FAX</i>
<input type="checkbox"/>	Chief Deputy			
<input type="checkbox"/>	Chief of Staff			
<input checked="" type="checkbox"/>	County Counsel	Kathleen Felice	6/20/01	<i>[Signature]</i> <i>See attached FAX</i>
<input type="checkbox"/>	Department of Human Resources			
<input type="checkbox"/>	Finance			
<input type="checkbox"/>	Program Manager			
<input checked="" type="checkbox"/>	Interim Manager Contract Management Services	<i>[Signature]</i>	<i>6/21/01</i>	

FACT SHEET

PARKING ATTENDANT SERVICE

CONTRACTOR

Parking Company of America Management LLC (PCA)

PURPOSE

Recommend the Board to delegate authority to DCFS Director to extend Parking Attendant Services Agreement with PCA on a month to month basis for a maximum of six (6) months from August 1, 2001 through January 31, 2002, at a total contract cost of \$23,760, to allow the Department to incorporate Living Wage guidelines being developed by the Chief Administrative office and the Office of Affirmative Action Compliance.

BACKGROUND

DCFS released a RFP for parking attendant services on October 10, 2000. Five vendors submitted proposals. DCFS made a recommendation to the Board to award the contract. However, the Board did not accept the recommendation and approved a motion on May 15, 2001 instructing the Director of DCFS to cancel all bids and readvertise for a new RFP following the establishment of a uniform scoring guideline and in addition, to extend the contract for sixty (60) days pending the advertisement of a new RFP.

This contract is a Proposition A Agreement entered into by the Director under delegated authority. Due to the extension of this Agreement the maximum cost will exceed the \$25,000 limitation. The Department is asking the Board to waive the \$25,000 limitation on the Director's authority to enter into Proposition A contracts in this one instance to allow the Department to continue parking services on a month-to-month basis until the RFP process is completed.

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES
CONTRACT MANAGEMENT SERVICES**

425 Shatto Place
Los Angeles, CA 90020

June 18, 2001

~~To:~~ From: Anna Hom-Wong
Chief Administration Office

~~From:~~ To: Elma Soto, Contract Analyst
Contract Management Services

Subject: **REVIEW OF BOARD LETTER**

Attached for your review and approval is the Board Letter asking the Board to delegate authority to the Director of DCFS to extend the parking attendant services agreement for the Borax building for six months.

Please indicate below your approval of the documents with any necessary changes and return by Tuesday, June 19, 2001. We anticipate to file Thursday, June 21, 2001. Thank you for your cooperation. If you have any questions, I can be reached at (213) 351-5557

☐ **APPROVED AS WRITTEN**

☒ **APPROVED WITH CHANGES** see attachment

☐ **NOT APPROVED FOR THE FOLLOWING REASON(S):**

BY:

Anna H. Wong

DATE: June 20, 2001

DEPARTMENT OF CHILDREN
AND
FAMILY SERVICES
CONTRACT MANAGEMENT
SERVICES
425 SHATTO PLACE,
ROOM 205
LOS ANGELES, CA 90020

CLEARANCE SHEET

To: Kathleen Felice/Valerie Steele (323) 526-6274
Deputy County Counsel

From: Elma Soto, Contract Analyst Date 6/19/01

Re: BOARD LETTER

Attached for your review and approval is a Board Letter asking the Board to delegate authority to DCFS Director to extend the parking attendant services at the Borax Building for six months to allow the Department to incorporate the new Living Wage scoring guidelines being developed by CAO's and OAAC. We anticipate to file no later than Thursday, June 21, 2001.

Please indicate below your approval of the documents and fax it to (213) 380-4623..

Thank you

☐ APPROVED

☒ APPROVED WITH COMMENTS

Kathleen Felice

subject to CAO approval of
letter & request to waive \$25,000
Prop A limit.